



## THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

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### Records and Information Management Services State Agency Specific Schedules For Corrections, Dept. of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Adverse Actions		5 years		Temporary - Short Term		0467-001
Detainee Health Record (Medical Record)	Documents relating to medical care provided to detainees. Includes GA Dept. of Corrections medical information and forms	10 years		Temporary - Short Term		0467-005
Investigations/Case Files/Cassette Tapes	Documents relating to investigations of misfeasance, malfeasance, and criminal activity of state inmates	20 years		Temporary - Long Term		0467-002

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Released Inmate Health Records (Medical Records)	Documents relating to the official record of the health and medical services received by the inmate who is sentenced by the court to serve time in a state or county prison or a state boot camp; includes physical, medical, dental and mental health profiles	10 years		Temporary - Short Term		0467-004
Use of Force Reports	Documents relating to use of force investigations	5 years		Temporary - Short Term		0467-003